

Officers and Duties

1. President

- i. Provides leadership for the chapter
- ii. Plans and conducts chapter meetings
- iii. Acts as the official representative of the organization at campus and community events
- iv. Provides communication with the faculty
- v. Acts as a point of contact for students' issues

2. Vice President

- i. Assists the President in the implementation of his/her duties
- ii. Acts as interim President in the event that the President is not available to perform his/her duties
- iii. Acts as the secondary student contact for the student organization and regularly interacts with other student organizations and University officials
- iv. Is aware of the general duties of all officers in order to substitute as may be required
- v. Mentors successors and assists them with transitioning into the role
- vi. Follows up club administrative functions
- vii. Gathers material for and help edit organization's correspondence
- viii. Oversees the production and dissemination of the organization's newsletter

3. Spokesperson

- i. Represents the organization in the public
- ii. Introduces the department and the organization to the new graduate students
- iii. Makes announcements with regards to the organization's activities and events
- iv. Attends meetings and conferences to represent the organization
- v. Gives speeches where needed

4. Secretary

- i. Takes minutes at every student organization meeting
- ii. Maintains the student organization's history for that academic year
- iii. Verifies all of the organization's purchase requests
- iv. Assists with the organization's projects when needed

- v. Maintains communication between the President and individual participants (this may include emails, letters, phone calls, etc.)

5. Treasurer

- i. Maintains the financial records of the organization and informs the board of executive officers about the current financial state in each meeting
- ii. Collaborates with the President and the Event Manager in the event planning
- iii. Submits budget requests
- iv. Submits the annual budget

6. Event Manager

- i. Plans and coordinates the events to be sponsored by the organization in forthcoming terms
- ii. Establishes and facilitates the efficient execution of ongoing academic and social events that the organization can engage in on a consistent basis
- iii. Is aware of the rules for different kinds of events, ensuring that the events take place in accordance to those rules
- iv. Ensures that events are in align with the points and standards

7. Social Media Chair

- i. Proactively communicates and promotes the organizations initiatives, policies, decisions, and events to the campus community
- ii. Manages media inquiries, student/staff feedback, and interview requests
- iii. Implements social media strategies to effectively communicate to the campus community, as well as generate feedback
- iv. Monitors and improves social media traffic and rapport with the campus community
- v. Develops graphics or promotional advertisements as needed